

California Department of Justice
CALIFORNIA JUSTICE
INFORMATION SERVICES DIVISION
Joe Dominic, Chief



INFORMATION BULLETIN

<i>Subject:</i> California Law Enforcement Telecommunications System (CLETS) - Misuse Investigation Reporting Form	<i>No.</i> 17-05-CJIS	<i>Contact for information:</i> CAS@doj.ca.gov
	<i>Date:</i> 09/05/17	

TO: All CHIEFS OF POLICE, SHERIFFS, STATE LAW ENFORCEMENT AGENCIES, PROBATION DEPARTMENTS, DISTRICT ATTORNEYS, AND RECORD SUPERVISORS AGENCY CLETS COORDINATORS

Pursuant to Section 1.10.1, System Misuse of the California Law Enforcement Telecommunications System (CLETS) Policies, Practices, and Procedures, an annual CLETS Misuse Investigation Reporting form must be sent by your Agency's CLETS Coordinator to the Department of Justice by February, each year. The form must indicate the number of investigations performed the previous year related to CLETS misuse, and any disciplinary action taken.

Even if your agency did not have any reported misuse, you still must submit the form with your agency contact information, and the form marked "No investigations performed." The form, which is fillable, can be found on the California Law Enforcement Web (CLEW) under the Resources tab. On the Forms link, it is labeled HDC 0010.

Forms may be e-mailed to CAS@doj.ca.gov or faxed to 916-227-0696. If you have any questions, please contact the CLETS Administration Section at 916-210-4240.

Sincerely,

JOE DOMINIC, Chief
California Justice Information Services Division

For XAVIER BECERRA
Attorney General